

**TRANSPORTATION ASSET MANAGEMENT COUNCIL
ADMINISTRATIVE, COMMUNICATION, and EDUCATION COMMITTEE**

February 7, 2018 at 10:30 a.m.
MDOT Aeronautics Building, 2nd Floor Commission Room
2700 Port Lansing Road
Lansing, Michigan
MINUTES

****Frequently Used Acronyms Attached**

Members Present:

Don Disselkoen, MAC – **Vice-Chair**
Jonathan Start, MTPA/KATS – **Chair**

Gary Mekjian, MML, via Telephone
Rob Surber, DTMB/CSS

Support Staff Present:

Roger Belknap, MDOT
Cheryl Granger, DTMB/CSS, via Telephone
Polly Kent, MDOT
Gloria Strong, MDOT

Tim Colling, MTU, via Telephone
Dave Jennett, MDOT
Joshua Ross – DTMB/CSS

Members Absent:

Derek Bradshaw, MAR

Public Present:

None

1. Welcome – Call-to-Order – Introductions:

The meeting was called to order at 10:32 a.m.; everyone was introduced.

2. Changes or Additions to the Agenda:

None; D. Disselkoen made a motion to approve the agenda as presented; G. Mekjian seconded the motion. The motion was approved by all members present.

3. Public Comments on Non-Agenda Items:

None

4. Consent Agenda – J. Start (Action Items):

4.1. - Approval of the December 6, 2017 Meeting Minutes (*Attachment 1*)

4.2. – Approval of the January 3, 2018 Meeting Minutes (*Attachment 2*)

4.3. – TAMC Financial Report (*Attachment 3*)

R. Belknap gave an update of the TAMC financial status. An updated financial report was reviewed and briefly discussed. R. Belknap will make a minor calculation change to the report.

D. Disselkoen made a motion to approve the consent agenda items with a minor change to the Financial Report; G. Mekjian seconded the motion. The motion was approved by all members present.

5. Correspondence and Announcements – R. Belknap:

5.1. – TAMC Spring Conference, May 22, 2018, Grand Traverse Resort and Spa

The 2018 TAMC Spring Conference will be held the day prior (May 22, 2018) to the American Public Works Association (APWA) Conference on May 23-24, 2018, at the Grand Traverse Resort and Spa in Traverse City. R. Belknap informed the Committee that support staff has already started lining up presenters for the 2018 Spring Conference and the Conference Planning Committee has held its first meeting. He also requested assistance from the Committee members with TAMC award recipient suggestions. G. Strong is finalizing

the contract between TAMC and the resort with the Attorney General's Office. APWA information will be added to the final TAMC conference agenda and brochure. TAMC will have a booth at the May 23-24, 2018 APWA Conference. G. Mekjian informed the committee that at the APWA State Conference meeting in January, the APWA Executive Committee is thinking about moving the next APWA Conference to the Tree Tops Resort which is east of Gaylord, Michigan. Tree Tops Resort is less expensive and a smaller resort. Some felt Tree Tops may be too small for their conference. APWA Executive Committee would like their conference to be moved around Michigan in order to ensure public works officials from all areas have an opportunity to attend.

5.2. – LTAP's "The Bridge" Newsletter Article Schedule – TAMC ACE Committee Second Quarter

MTU staff is currently working with the Bridge Committee for the first quarter article and the ACE Committee will write the article for the second quarter. The Bridge Committee article is scheduled to be released at the end of March or early April. The ACE Committee article may be due at the beginning of June. T. Colling will check with Vicki Sage, MTU, and give the committee a more definitive due date. An idea for the article was to promote the 2018 TAMC Spring Conference in conjunction with APWA (with quotes from the presenters) and the annual report. The Committees will speak with MTU prior to writing their articles to ensure they are written in the correct format and address the audience that MTU requires. Support staff will assist the committees with writing their articles.

Action Item: Ace Committee to write the next article for the second quarter; possible topic will be the 2018 TAMC Spring Conference in conjunction with APWA and the annual report (possibly due beginning of June).

Action Item: T. Colling will inform the Committee of the date that their article is due to MTU at the next ACE Committee meeting.

6. Review and Discussion Items:

6.1. – TAMC Products and Services Survey – P. Kent (*Attachment 4*)

Support staff has created a TAMC Products and Services Survey to get feedback from people on how much they know about TAMC. The survey was initiated through the January Strategic Planning meeting with the Performance Excellence Section. The survey will be done through Survey Monkey. Survey Monkey will do the survey analysis at the end of the survey. The link to the survey will be added to the TAMC Website and flyers provided on tables at conferences that TAMC participates in. The ACE Committee approved the survey. D. Disselkoe made a motion to take the survey to the full Council today for their approval; G. Mekjian seconded the motion. The motion was approved by all members present.

6.2. – 2018 TAMC Awards – R. Belknap/P. Kent (*Attachment 5*)

R. Belknap had a local agency ask if TAMC had a formal nomination form. TAMC does not have a form and the ACE Committee feels a form is not needed due to TAMC getting very few responses from people for nominations. If the nominations get higher in the future, the committee can revisit this and possibly do a form. For now, the agency will be asked to follow the outline of the awards criteria in the awards brochure. Each ACE Committee member was asked to submit at least one nomination for an award. The full Council will also be asked to submit a nomination and share the request with their respective organizations. The committee suggested that R. Belknap send the awards nomination request to consultants, the Regional Planning Organizations, and the Metropolitan Planning Organizations, to possibly get more nominations. R. Belknap will also share this on his Regional/Coordinator telephone calls each month. Award nominations should be sent to R. Belknap.

Action Item: ACE Committee will solicit at least one award nomination from each Council member and encourage them to share the request for TAMC Award nominations with their respective organizations.

Action Item: R. Belknap will solicit award nominations from Consultants, RPOs, MPOs, and on his Regional/Coordinator calls.

6.3. – 2017 Michigan Roads and Bridges Annual Report Status Update – R. Belknap/P. Kent (Attachment 6)

G. Chesbro gave a presentation to Data Committee last month on his 2017 PASER data analysis and it was accepted by the committee. Support staff created a draft TAMC “Year in Review” document and shared it with the committee. The committee will review the document and forward any suggestions/additions on to P. Kent. Support staff has uploaded that document, as well as a bridge investments document, and two data analysis documents from G. Chesbro, onto the TAMC Sharepoint site. Not all members can get into the Sharepoint site yet. Support staff will send a link out to the committee and Council members via email and have them respond back as to whether or not they are able to connect. If there are problems, CSS will work with MDOT support staff with getting everyone into Sharepoint. R. Belknap will also remind the full Council today to check if they have access to Sharepoint.

Action Item: Support staff will work with CSS to get all committee and council members onto Sharepoint as soon as possible.

Action Item: ACE Committee members will review the draft TAMC Accomplishments document and submit any suggestions/additions to P. Kent.

6.4. – FY 2019 TAMC Budget Preparations and RPO/MPO Allocations – J. Start/R. Belknap (Attachment 7)

The Metropolitan Planning Organizations (MPO’s) have recently updated their work programs with the new TAMC activities and J. Start suggested that the budget not be changed until 2019 to see how the MPOs handle their 2018 budgets and get better estimates on costs associated with the new TAMC activities. R. Belknap provided a copy of the revised budget and expenditures from FY 2015-FY 2017. It is expected that the FY 2019 budget will be the same as the FY 2018 budget. It was suggested that R. Belknap reach out to the agencies that show they are not spending their allocations during his regional/coordinator telephone calls each month, to find out what they are doing and possibly provide some guidance.

Action Item: R. Belknap to reach out during his regional/coordinator telephone call to agencies that show they are not spending their allocations and provide assistance, if possible.

6.5. – RPO/MPO Annual Condition Reporting – R. Belknap (Attachment 8)

R. Belknap provided two good examples of federal road reports that are a requirement in the RPO/MPOs Unified Work Program. These are a couple of examples that Roger will be sharing with other RPOs/MPOs if they require a sample to follow. In the report, it shows that these regions are doing things to support TAMC.

6.6. – Michigan Technological University/Technical Assistance Update – T. Colling

T. Colling shared a few PowerPoint slides summarizing data about the roads under the jurisdiction of agencies that participated in the asset management plan pilot workshop last month. Those agencies requested that the asset management plan program show data based on ACT 51 designations, rather than federal-aid/non-federal aid. MTU has also set up their template and export system that will pull the information from different systems right into the agencies’ asset management plan template. T. Colling does not see a problem with the integration of the systems. Based upon MTUs analysis, it is clear that providing the information based on the Act 51 designations will also help local agencies preserve their federal aid roads, as those are a subset of the county primary and city major systems. MTU will need TAMC to decide if they want to make the requested changes by next month to assure that MTU has the time to make the necessary changes in their presentations and manuals by the next training dates. After deliberation, the ACE Committee agreed with MTU that it would be best to make the change to the Act 51 format. G. Mekjian made a motion to approve

this change and make a recommendation to the TAMC full Council today requesting their approval; D. Disselkoe seconded the motion. The motion was approved by all members present.

Action Item: The ACE Committee will make a recommendation today to full Council to support adjusting the asset management plan template to show ACT 51 splits instead of federal-aid/non-federal aid splits by next month.

6.7. – Michigan Center for Shared Solutions – J. Ross

Due to the lack of time, the following items in 6.8. will be discussed in more detail at the 1:00 p.m. TAMC full Council meeting today. J. Ross gave just a quick update on a couple of items.

6.7.1. – Website Updates – J. Ross

J. Ross reported that they do have some information from Google analytics. The TAMC Website has received over 4,500 hits.

6.7.2. – Dashboard Updates – J. Ross

6.7.3. – IRT Compliance Report – R. Belknap (Attachment 8)

A copy of the Summary Statistics for TAMC Investment Reporting Compliance as of February 2, 2018 was provided in the packet for committee review.

6.7.4. – IRT Training and Schedule – J. Ross

J. Ross informed the committee that the trainings are still ongoing and any changes that they find that they need to make are done periodically in order to assure the changes are there for the next training.

8. Public Comments:

None

9. Member Comments:

None

10. Adjournment:

The meeting adjourned at 12:02 p.m.. The next meeting will be held March 7, 2018 at 10:30 a.m., 2700 Port Lansing Road, Lansing, Michigan.

TAMC FREQUENTLY USED ACRONYMS:	
AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
ACE	ADMINISTRATION, COMMUNICATION, AND EDUCATION (TAMC COMMITTEE)
ACT-51	PUBLIC ACT 51 OF 1951-DEFINITION: A CLASSIFICATION SYTEM DESIGNED TO DISTRIBUTE MICHIGAN'S ACT 51 FUNDS. A ROADWAY MUST BE CLASSIFIED ON THE ACT 51 LIST TO RECEIVE STATE MONEY.
ADARS	ACT 51 DISTRIBUTION AND REPORTING SYSTEM
APWA	American Public Works Association
BTP	BUREAU OF TRANSPORTATION PLANNING (MDOT)
CPM	CAPITAL PREVENTATIVE MAINTENANCE
CRA	COUNTY ROAD ASSOCIATION (OF MICHIGAN)
CSD	CONTRACT SERVICES DIVISION (MDOT)
CSS	CENTER FOR SHARED SOLUTIONS
DI	DISTRESS INDEX
ESC	EXTENDED SERVICE LIFE
FAST	FIXING AMERICA'S SURFACE TRANSPORTATION ACT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FOD	FINANCIAL OPERATIONS DIVISION (MDOT)
FY	FISCAL YEAR
GLS REGION V	GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING AND DEVELOPMENT COMMISSION

GVMC	GRAND VALLEY METRO COUNCIL
HPMS	HIGHWAY PERFORMANCE MONITORING SYSTEM
IBR	INVENTORY BASED RATING
IRI	INTERNATIONAL ROUGHNESS INDEX
IRT	INVESTMENT REPORTING TOOL
KATS	KALAMAZOO AREA TRANSPORTATION STUDY
KCRC	KENT COUNTY ROAD COMMISSION
LDC	LAPTOP DATA COLLECTORS
LTAP	LOCAL TECHNICAL ASSISTANCE PROGRAM
MAC	MICHIGAN ASSOCIATION OF COUNTIES
MAP-21	MOVING AHEAD FOR PROGRESS IN THE 21 ST CENTURY (ACT)
MAR	MICHIGAN ASSOCIATION OF REGIONS
MDOT	MICHIGAN DEPARTMENT OF TRANSPORTATION
MDTMB	MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
MITA	MICHIGAN INFRASTRUCTURE AND TRANSPORTATION ASSOCIATION
MML	MICHIGAN MUNICIPAL LEAGUE
MPO	METROPOLITAN PLANNING ORGANIZATION
MTA	MICHIGAN TOWNSHIPS ASSOCIATION
MTF	MICHIGAN TRANSPORTATION FUNDS
MTPA	MICHIGAN TRANSPORTATION PLANNING ASSOCIATION
MTU	MICHIGAN TECHNOLOGICAL UNIVERSITY
NBI	NATIONAL BRIDGE INVENTORY
NBIS	NATIONAL BRIDGE INSPECTION STANDARDS
NFA	NON-FEDERAL AID
NFC	NATIONAL FUNCTIONAL CLASSIFICATION
NHS	NATIONAL HIGHWAY SYSTEM
PASER	PAVEMENT SURFACE EVALUATION AND RATING
PNFA	PAVED NON-FEDERAL AID
PWA	PUBLIC WORKS ASSOCIATION
QA/QC	QUALITY ASSURANCE/QUALITY CONTROL
RCKC	ROAD COMMISSION OF KALAMAZOO COUNTY
ROW	RIGHT-OF-WAY
RPA	REGIONAL PLANNING AGENCY
RPO	REGIONAL PLANNING ORGANIZATION
RUCUS	Roadsoft Users Conference United States
SEMCOG	SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS
STC	STATE TRANSPORTATION COMMISSION
STP	STATE TRANSPORTATION PROGRAM
TAMC	TRANSPORTATION ASSET MANAGEMENT COUNCIL
TAMCSD	TRANSPORTATION ASSET MANAGEMENT COUNCIL SUPPORT DIVISION
TAMP	TRANSPORTATION ASSET MANAGEMENT PLAN
TPM	TRANSPORTATION PERFORMANCE MEASURES
UWP	UNIFIED WORK PROGRAM

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